

## TO ALL WINE EXPORTERS

### Procedures for Exporting Wine to the European Union

The European Union (EU), also referred to as the European Community (EC), requires that a document known as the VII be used to export wines to the EU (Document For The Importation of Wine, Grape Juice, or Must Into The European Community). The VII form serves as a certificate of analysis and compliance with EU regulations in regard to enological practices. A laboratory, chemist, or enologist that has been certified by the Alcohol and Tobacco Tax and Trade Bureau (TTB) must conduct the wine analysis. The exporter must utilize the services of a certified laboratory, chemist, or enologist.

There are two methods of processing the VII form: Self-certifying and non-self-certifying. The type of category your company falls under will determine the method you use to process the VII form. TTB strongly recommends that you consider becoming a self-certifier. This is the most efficient way to export your product.

To become a self-certifying winery, the wine producer must submit a specifically worded statement labeled “Attachment IV” to:

Alcohol and Tobacco Tax and Trade Bureau  
International Trade Division (ITD)  
Suite 400 West  
1310 G Street N.W.  
Washington, D.C., 20220.

An example of a blank Attachment IV with the required language can be found on page six of this document. The statement certifies that the wine exported to the EU complies with United States rules of production, has not been subjected to enological practices that are not permitted under EU regulations, and that exported wines will be accompanied by a properly completed VII form. Only an individual with signing authority recognized by TTB can fill out and sign the form. ITD will notify the EU when the winery becomes authorized to self-certify its wines on the VII forms. This notification is done twice a year, usually during the first week of February and the first week of August. Normally, the producing winery can begin self-certifying six weeks after the EU is notified by TTB.

#### Processing the VII Form.

A. For non-self-certifying wineries, the exporter must submit an original and four copies of the VII Form, the Attachment III certification statement, and a 750ml sample of the product, to a TTB certified laboratory, chemist, or enologist. An example of a blank Attachment III with the required language can be found on page five of this document.

The laboratory, chemist, or enologist will conduct the seven tests specified in Block 11 of the VII and complete the section to ensure that the standard analytical units of measurement are precise and accurate. The certifier will keep a copy of the VII Form for

its records and forward the original, the remaining 3 copies and the Attachment III certification statement to:

Alcohol and Tobacco Tax and Trade Bureau  
National Revenue Center-Wine Unit  
8002 Federal Office Building  
550 Main Street  
Cincinnati, Ohio 45202.

The National Revenue Center will complete Block 10 of the VII Form. It will retain a copy of the form and the Attachment III certification statement. The original VII Form along with the two remaining copies will be return to the exporter. The exporter must keep a copy of the form and forward the original and a copy along with the shipment.

B. For self-certifying wineries, the winery must submit an original and four copies of the VII form, and a 750ml representative sample to a TTB certified laboratory, chemist, or enologist.

The laboratory, chemist, or enologist will determine and complete only the following items in Block 11: actual alcohol strength, total acidity, and total sulfur dioxide. They must ensure that the standard analytical units of measurement are precise and accurate. The rest of the blocks in item 11 are left blank at this stage. The laboratory, chemist, or enologist will retain one copy of the VII form and return the original and three remaining copies back to the winery.

An individual, with signing authority recognized by TTB, must complete the rest of the form.

In Block 10, put a check in the box that states if the product is or is not for human consumption. In the space "Full name and address of the official agency;" type in

Alcohol and Tobacco Tax and Trade Bureau  
1310 G Street NW  
Washington, DC 20220 USA.

In the space immediately to the right of the address above, fill in the "place and date", delete or cross out the words "name and title of official", and then sign the form under the word "signature". A stamp is not needed.

In Block 11, the name and address of the laboratory is not required and may be left blank. Some choose to fill it in. In the space immediately to the right, fill in the "place and date", delete or cross out the words "name and title of official", then sign the form under the word "signature". A stamp is not needed.  
Keep a copy for your records and forward a copy to:

Alcohol and Tobacco Tax and Trade Bureau  
National Revenue Center-Wine Unit  
8002 Federal Office Building  
550 Main Street  
Cincinnati, Ohio 45202.

Per EU regulations the company copy must be retained for five years. The original VII form and one copy are forwarded with the consignment.

C. Additional information on processing the VII Form:

1. The form needs to be filled out correctly to minimize delays. In Block 1 of the form, “Exporter’s name and Address” should agree with the exporter’s U.S. basic permit address held by the exporting winery or wholesaler and the basic permit number needs to be provided.
2. In the space to the right of Block 1 put in “U.S.A.” or “United States of America” in the space beside “Third Country of Issue”. Also in this block is a space for a Serial number. Put in two digits for the year, followed by a dash, and then the number for this submission. For example, if this is your fifth submission in the year 2004, the serial number will be 04-005.
3. The VII form is required for shipments going to European Member States ONLY. Current members include the following countries: Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and the United Kingdom.
4. In accordance with Article 22 of Commission Regulation (EC) No. 883/2001, no certificate or analysis is needed for products in containers of 5 liters or less, with a non-reusable closing device, when the total shipment does not exceed 100 liters.
5. EU regulations and not those of the United States require the VII form. It is the exporter’s responsibility to obtain the forms from private or EU government sources. ITD will fax or mail a copy of the VII form that can be used as a reference. Detailed information concerning the VII form can be found in Commission Regulation (EC) No. 883/2001 of 24 April 2001. This regulation, along with attached VII forms, can be found via a link through the USDA’s Foreign Agricultural Service web-link at <http://www.useu.be/agri/usda.html>.

ATTACHMENT III

It is hereby certified that the consignment of wine referenced on Forms VII, identified by serial No. \_\_\_\_\_:

a) has been produced by <sup>i</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) will be exported by <sup>ii</sup> \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) complies with United States rules of production; and,

d) has not been subjected to enological practices which are not permitted under current EEC provisions relating to the import of the product in question.

It is further certified that the above referenced Forms VII have been completed in accordance with ATF Procedure 86-1 and subsequent amendments relating to the requirements thereof.

I, the undersigned, as the duly authorized representative of the above named exporter, certify the statements herein to be true and, furthermore, consent:

- upon request, to provide the Alcohol and Tobacco Tax and Trade Bureau any information required to evaluate the data included on the above referenced Forms VII; and,
- to the disclosure by the Alcohol and Tobacco Tax and Trade Bureau to the governing bodies of the European Economic Community and its Member States of any information which would have a material bearing on the representations made by this certificate.

\_\_\_\_\_  
Signature of Duly Authorized  
Representative of Above Named Exporter

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Typed Name and Title of Above Representative

<sup>i</sup> Insert name, address and bonded winery registry number of producer as shown on "Wine Producer's and Blender's Basic Permit" (ATF F 5120.18).

<sup>ii</sup> Insert name, address and Basic Permit number of exporter as shown on "Wholesaler's Basic Permit" (ATF F 5170.3).

ATTACHMENT IV

It is hereby certified that wine produced by <sup>i</sup>

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which is exported from the U.S. to the European Economic Community (EEC) by the above named producer on or after April 2, 1986:

- a. complies with United States rules of production;
- b. has not been subjected to enological practices which are not permitted under current EEC provisions relating to the import of the product in question; and,
- c. will be accompanied by forms VII completed in accordance with ATF Procedure 86-1 and any subsequent amendments relating to the requirements thereof.

I, the undersigned, as the duly authorized representative of the above named exporter, certify the statements herein to be true and, furthermore, consent:

- upon request, to provide the Alcohol and Tobacco Tax and Trade Bureau any information required to evaluate the data included on the above referenced Forms VII; and,
- to the disclosure by the Alcohol and Tobacco Tax and Trade Bureau to the governing bodies of the European Economic Community and its Member States of any information which would have a material bearing on the representations made by this certificate.

\_\_\_\_\_  
Signature of Duly Authorized  
Representative of Above Named Winery

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Typed Name and Title of Representative Above

<sup>i</sup> Insert name, address and bonded winery registry number as shown on "Wine Producer's and Blender's basic Permit" (ATF F 5120.18).